

**AMENDED**

**AGENDA**

**HYDE COUNTY BOARD OF COMMISSIONERS' MEETING**

**RESCHEDULED - MONDAY, MARCH 10, 2014**

**(Beginning immediately after Public Hearing at 5:00PM)**

**PUBLIC HEARING – 5:00PM**

- 1) NCDOT – Bridge #79 in Engelhard  
Engelhard Hotel (e-mail citizen comment)

Sterling Baker & John Abel

**CALL TO ORDER – 6:00PM**

**OPENING & VIDEO**

Bishop Levi Murray

**WELCOME COMMISSIONER BENJAMIN SIMMONS, III**

Commissioner Swindell

**CONSIDERATION OF AGENDA**

Commissioner Swindell

**CONSIDERATION OF MINUTES**

- 1) February 3, 2014 – Regular Meeting Minutes

Commisisoner Swindell

**PUBLIC COMMENTS**

Public Comments are a time for the public to make comments to the County Commissioners. Comments should be kept to three (3) minutes or less and comments should be directed to the entire Board and not to individual members, the staff or to other members of the public. Comments requesting assistance will typically be referred to the County Manager for follow-up or for Board action at a future meeting.

**EMPLOYEE RECOGNITION**

Mgr. Rich

**NCACC LEGISLATIVE UPDATE VIDEO**

Mgr. Rich

**AFFORDABLE CARE ACT INFORMATION**

Tami Thompson

## ITEMS OF CONSIDERATION

- 1) **Public Hearing**
  - a) CDBG – FY2014 Chris Hilbert
- 2) **Appointments**
  - a) BHM Regional Library Board – Gwen Mullen Mgr. Rich
  - b) Hyde County Recreation Committee Averi Simmons
- 3) **Resolutions**
  - a) Resolution Supporting The Removal of Bridge #79 (Roper Lane) in Engelhard and Replacing With A Pedestrian Bridge Mgr. Rich
  - b) Resolution of Support of Filling Vacant North Carolina Cooperative Extension Positions Commissioner Pugh
  - c) Resolution to Support the Restoration of the Small County Supplemental Allotment Dr. Randolph Latimore
  - d) Memorandum of Understanding (MOU) Between NCACC, ICMA and Hyde County – MPA Student Mgr. Rich
- 4) Procurement of Professional Services – HMGP Chris Hilbert
- 5) FY2012-2013 Hyde County Audit Presentation Andrew Harris, CPA
- 6) ABC Board Financial Report Meredith Nicholson
- 7) Davis Ventures – Lease Agreement Mgr. Rich
- 8) Hyde County CDC – Lease Agreement Mgr. Rich
- 9) Set date(s) for the 2014 Board of Equalization and Review Linda Basnight
- 10) Graceful Bakery Revolving Loan Application Kris Noble
- 11) DSS Move In Timeline – ECB Building Mgr. Rich
- 12) Beach Tolls – Daily Passes Commissioner Fletcher

## BUDGET MATTERS

- 1) Planning – NCDENR Grant
- 2) BR20-14 – Health – Public Management Entity
- 3) BR21-14 – Health – KBR Community Change
- 4) BR22-14 – Health – Environmental Health
- 5) BR23-14 – Home Health – Contract Nurse
- 6) BR24-14 – Health – Communicable Diseases
- 7) Soil & Water – Hyde County 4-H Interactive Playground
- 8) Soil & Water – Travel & Training
- 9) 4-H – Kayaks & Trailer
- 10) Sheriff – Medical Supplies – Inmates
- 11) BR25-14 – Health – Family Connects
- 12) Ocracoke Occupancy Tax – Funds for Advertising
- 13) Social Services – CIP & LIEAP Funds

**CLOSED SESSION** (in accordance with NCGS 143A-318.11 (a) (1-9) if required)

## MANAGEMENT REPORTS

The Commissioners will share with the public their various activities and ideas for continuous improvement of government services to the citizens.

## MANAGER'S PROJECTS UPDATE

The County Manager will give update on various projects on-going in Hyde County and present his monthly meeting calendar.

- Occupancy Tax
- State of the Region
- State of the County – Sales & Real Estate Tax
- Property Tax Software – Farragut
- Ferry Tolls – RPO
- Credit Card Charges
- Senator Jerry Tillman
- Golden LEAF Update
- Update – Government Center & Public Safety Center
- Animal Control
- County Land Sales
- Ocracoke Storm Water

## **PUBLIC COMMENTS**

The public is invited to use this time to make comments to the County Commissioners on items discussed during this meeting and/or matters not discussed earlier in the meeting.

## **ADJOURN**

## **SUPPLEMENTAL INFORMATION**

### **Department Reports**

- 1) Tax (Signature Required)
- 2) Finance
- 3) Animal Control
- 4) Health
- 5) Social Services
- 6) Planning
- 7) Human Resources
- 8) Inspections

### **Informational Items**

- 1) Thank You Letters to Dare and Carteret Counties
- 2) Letter (01-31-2014) – Lakeview Road
- 3) NCDOT Press Release on Homeowners Insurance Rate Request
- 4) EMS Letter from Evelyn Sadler

*NC DOT Public Hearing  
citizen comment*

Lois Stotesberry

---

From: sarahreecejohnson@gmail.com on behalf of Sarah Johnson  
<sarah.johnson@hydecourtync.gov>  
Sent: Monday, March 03, 2014 12:01 PM  
To: Lois Stotesberry  
Cc: Bill Rich  
Subject: Fwd: Roper Lane Bridge Conversion

Hi Lois,

This is a public comment I received through the website about the Roper Lane Bridge conversion.

- Sarah

----- Forwarded message -----

From: HOTEL ENGELHARD <hotelengelhard@embarqmail.com>  
Date: Sun, Feb 23, 2014 at 12:36 PM  
Subject: Re: Roper Lane Bridge Conversion  
To: Sarah Johnson <sarah.johnson@hydecourtync.gov>

We are already experiencing serious problems since the weight has been dropped. School Bus and other large vehicles use our back entrance to turn around/ Since it is only dirt and gravel and lots of rain it is tearing our drive way up. Also hole in the culvert. Lots of vehicles have started to use the hotel as a cut thru. We try to stop them but we can not patrol continuously. Our bridge is suffering wear and tear. Before the deck would last several years not any more. We do not have the funds to keep up our parking lot as a public road, which it has become. How do we get reimbursed for all the damage and what steps is the county taking to prevent unauthorized traffic through our parking lot. It is only for guests, customers and our delivery personal. The answer to the bridge is two or three large culverts. I know it is designated as a navigable waterway, but the state bridge below was not put in to code, since it needed to be higher above the waterway for navigation. The bridge is needed unless school bus routes are changed and parents drop their kids off on a designated stop. We offered to sell a piece of our property and bring the bridge across on the other side of Jessie's. How ever this is addressed the county needs to address the damages to our property and how to prevent it.

Thank You Ursula

---

From: "Sarah Johnson" <sarah.johnson@hydecourtync.gov>  
To: hotelengelhard@embarqmail.com  
Sent: Friday, February 21, 2014 5:51:19 PM  
Subject: Roper Lane Bridge Conversion

Hello!

I see you were trying to leave a comment about the Roper Lane Bridge Conversion. I'm not sure why the system wouldn't let you write more than one line, I've had it work fine previously. Anyway, I'll be happy to pass along your comment if you email it to me. There will be a public hearing about the issue on Monday March 3rd at 5PM if you're available.

Please let me know how I can help. Thank you,

Sarah

--

Sarah Johnson  
Hyde County Public Information Officer  
[sarah.johnson@hydecountync.gov](mailto:sarah.johnson@hydecountync.gov)  
[\(252\) 542-0842](tel:(252)542-0842)

--

Sarah Johnson  
Hyde County Public Information Officer  
[sarah.johnson@hydecountync.gov](mailto:sarah.johnson@hydecountync.gov)  
[\(252\) 542-0842](tel:(252)542-0842)

## Lois Stotesberry

---

**From:** william burrus <bdhappy55@nc.rr.com>  
**Sent:** Wednesday, March 05, 2014 1:11 PM  
**To:** istotesberry@hydecountync.gov  
**Subject:** Information for Hyde County Board of Commissioners

This information is for the Hyde County Board of Commissioners to be used at the Public Meeting Scheduled from 5 to 6 PM on Monday, March 10, 2014. The purpose of this meeting is to discuss the proposal to remove the bridge that leads from 264 to Roper Lane in Engelhard, NC.

First of all, let me introduce myself. My name is Colonel William S. Burrus and I live in Raleigh, NC. My wife and I own the first house on the right side of Roper Lane after entering from 264. We live in Raleigh, NC, however we were both born and raised in Engelhard and return to our home on Roper Lane several times each year and spend many pleasant and relaxing days there during each visit. We made a special trip there this past weekend in order to attend the Public meeting which was to be held at the Court House on Monday, March 3, 2014. Of course that meeting was cancelled due to bad weather. Due to other commitments, we will not be able to attend the rescheduled meeting on March 10, 2014. We are greatly opposed to the proposal to remove the bridge and replace it with a foot bridge. Therefore I am sending my comments to be read at the meeting as we want our comments to receive serious consideration as our home will be negatively affected if the bridge is removed and not replaced.

Our comments are listed below.:

1- We are greatly concerned that each home owner on Roper Lane and Golden Street were not notified personally by mail regarding this proposal and Public Meeting. I only found out about the meeting by a friend who called me. While I was at Engelhard this past weekend I spoke to most of the residents on Roper Lane and they verified they were not directly notified and some were even still unaware of the Public meeting. Homeowners and Citizens of Engelhard deserve better.

2- Roper Lane used to be a dead end dirt street, However a very public minded citizen who owned the home at the curve on Roper Lane saw the need for through road to Golden Street so that the road would be taken over by the state and paved and maintained by the state and greatly benefit the citizens of Engelhard. His name was Mr. Ralph Roper and he donated the land to the state from his yard in order to make this possible. All this took place around the year 1950. Mr. Roper passed away many years ago and I doubt that this was given any consideration at all. In fact I suggest that the officials involved in this proposal were not even born in 1950. Mr Roper would be greatly disturbed if knew that after 63 years, Engelhard is progressing backwards now instead of forward as he intended.

3- Assuming the bridge is not replaced, is there going to be an appropriate Turn-Around built at the dead End. If not, vehicles of all shapes and sizes will be backing up to the Hotel Private Road and my front yard which will cause constant damage and extra costs to us and could lead to vandalism and the problems that go with that. There is nothing fair or reasonable unless this potential problem is solved.

4- Many people come to Hyde County that don't live here permanently and others cut thru Roper Lane Headed for the banks. Early on, some will think the bridge is still there and end up in the

canal. It is very possible that someone could drown and the footbridge could be damaged or destroyed.

5- Large trailer trucks and other heavy trucks such a garbage trucks would have to come in the back way. They would have to make some very sharp turns particularly where Roper Lane intersects Golden Street. There would probably be constant repair of the drainage Culvert and ditch.

6- Some drivers will make the hotel street a thru street which will cause my home to get lots of dust and greatly disturb the Hotel Owner and cause him extra expense for repairs, etc. He is not obligated to provide a thru street for the state..

7- I am sure there are many people who drive out to 264 because they are unable to walk long distances.

8- The shoulders of Roper Lane are narrow and stay wet from high tides and rain. Assuming the footbridge does go in, many vehicles will park on the Shoulders and walk accross the foot bridge. After afew get stuck in the mud, there will not be any curb. There are already signs of cave-ins.

9- Water stands on the road and shoulders of Roper Lane that leads up to the intersection with Golden Street. When heavy trucks start using this road, the road will deteriate rapidly.

10- I have heard that the NC Dept of Transportation has indicated that it is not feasible to replace the vehicle bridge. This is hard to believe because Bridges are being replaced all accross NC. I can see them just between here and Raleigh. This is the twenty first century and there must be many ways to build bridges depending on the situation at the bridge site.

I request that the above comments be read and considered at the March 10 Public Meeting.

Should the decision be made to take out the bridge permanently, I request that every resident on Roper Lane and Golden Street be Officially notified so that an Appeal of that decision can be considered

Please acknowledge receipt of this E-Mail.

Respectfully Yours

Colonel William S. Burrus  
U S Army Retired  
7621 Pinewild Court  
Raleigh, N. C.27615  
919-676-1734

Ken Collier, Ponzer – reported that as Chairman of the Hyde County Republican Party he had submitted two names (Benjamin Simmons, III and Timothy Whitfield) for consideration for the vacant Fairfield Commissioner's position.

There being no further comments from the public, Chairman Swindell continued the meeting.

**Employee Recognition:**

Manager Rich complimented Lois Stotesberry, Administrative Assistant/Clerk to the Board on a job well done and reported she has recovered from a long illness and is back to work full-time.

Ms. Stotesberry spun the Wheel of Thanks and received a NAPA Gift Certificate.

**Items of Consideration:**

**Appointments: (to complete the term of Anson Byrd)**

**Commissioner – Fairfield District**

Commissioner Anson Byrd passed away on January 7, 2014. He was sworn in on December 3, 2012 to serve a (4) year term ending December 2016. Mr. Byrd was a registered Democrat. Because he ran for commissioner unaffiliated by petition, the Board could choose a candidate without regard to party. The person selected to fill the vacancy must be a resident of the Fairfield district and will serve until December 2014. Interested candidates will file notice of candidacy for election to represent District 2 – Fairfield Township in February 2014.

Four candidates were submitted: Lora Mooney Byrd; Benjamin Simmons, III; Timothy Whitfield; and, Jamin Simmons.

Commissioner Fletcher nominated Lora Mooney Byrd to serve as Commissioner to represent Fairfield Township. The motion died for lack of a second.

Commissioner Pugh moved to appoint Benjamin Simmons, III to serve as Commissioner to represent Fairfield Township – District 2, through December 2014. Mr. Tunnell seconded the motion. The motion passed on the following vote: Ayes –Pugh, Tunnell and Swindell; Nays – Fletcher; Absent or not voting – None.

Mr. Byrd served as Hyde County Commissioner Representative on:

**1) East Carolina Behavioral Health (ECBH) Board – Commissioner Representative**

Mr. Byrd was re-appointed to serve on the ECBH Board on February 4, 2013. Commissioners may serve (3) terms. Terms are concurrent with terms as County Commissioner.

**2) Albemarle Commission Board – Commissioner Representative**

Mr. Byrd served on the Albemarle Commission Board to include RPO (Rural Planning Organization) and the TAC (Transportation Advisory Committee). Term expires January 2015.

**3) Department of Social Services Board – Commissioner Representative**

Mr. Byrd was re-appointed on November 4, 2013. Terms are (3) years and appointees cannot serve more than (6) years.

Commissioner Tunnell moved to appoint Benjamin Simmons, III, to complete Mr. Byrd's term on the ECBH Board; Albemarle Commission Board including (RPO) Rural Planning Organization and (TAC) Transportation Advisory Committee; and the Department of Social Services Board. Mr. Pugh seconded the motion. The motion passed on the following vote: Ayes – Pugh, Tunnell and Swindell; Nays – Fletcher; Absent or not voting – None.

## Resolution to Support the Restoration of the Small County Supplemental Allotment

**WHEREAS** the North Carolina General Assembly provides funding to provide additional support for small county school systems in the State of North Carolina (“LEAs”), and

**WHEREAS** this funding allocation is more commonly referred to as the Small County Supplemental Allotment (“the Allotment”), and

**WHEREAS** the Allotment was established by the General Assembly in 1991 and became effective in the 1992 fiscal year, and

**WHEREAS** county LEAs with fewer than 3,239 students are eligible for appropriations from the Allotment, and

**WHEREAS** the Allotment is based on a funding formula (“Allotment funding formula”) created by the General Assembly and takes into consideration the divergent economic factors within each county, and

**WHEREAS** significant changes were made to the Allotment funding formula in the 2013-2014 state budget, and

**WHEREAS** the changes made to the Allotment funding formula in the 2013-2014 state budget result in an overall reduction of funds in the Allocation distributed to all eligible county LEAs from previous levels, and

**WHEREAS** the changes resulted in a financial loss of \$50,722 to the Hyde County Public School System for the 2013-2014 school year, and

**WHEREAS** the changes will result in a financial loss of \$332,532 to the Hyde County Public School System for the 2014-2015 school year, a loss of \$332,532 for the 2015-2016 school year, and an loss of \$211,421 for 2016-2017 school year, for total financial loss to the Hyde County Public School System of \$927,207, and

**WHEREAS** Hyde County Public Schools depend on the Small County Supplemental Allotment to provide for teacher pay, textbooks and others vital instructional support materials, and

**WHEREAS** the changes made to the Allotment funding formula in the 2013-2014 state budget will have dramatic effects on Hyde County public education and school systems throughout rural North Carolina.

**THEREFORE, BE IT RESOLVED** that the \_\_\_\_\_ hereby support restoration by the General Assembly of overall funding for the Small County Supplemental Allotment to the 2012-2013 level.

\_\_\_\_\_  
Lois Stotesberry, Clerk to the Board

\_\_\_\_\_  
Barry Swindell, Chairman

\_\_\_\_\_  
Date



## MEMORANDUM OF UNDERSTANDING BETWEEN NCACC, ICMA AND HYDE COUNTY

This Memorandum of Understanding (MOU) is between Hyde County Government (Host County) and the North Carolina Association of County Commissioners (NCACC) and its partner organization, the International City/County Management Association (ICMA), for the NCACC County Management Fellowship Program, to take effect on July 1, 2014.

WHEREAS, a goal of the NCACC and ICMA through this program is to attract recent Master of Public Administration/Affairs/Policy (MPA/MPP) graduates to careers in North Carolina county government management and administration;

The NCACC and Hyde County Government agree to the language contained in this MOU regarding the mentoring and career development of the Fellow. In consideration of these understandings, the NCACC, ICMA and Hyde County Government agree the following:

- Hyde County Government will employ a recent MPA/MPP graduate from a National Association of Schools of Public Affairs and Administration (NASPAA)-member school in a salaried Fellowship position;
- Hyde County Government will create a work plan and set the work schedule of the Fellow;
- Hyde County Government shall establish the compensation and benefits of the Fellow and provide such compensation and benefits to the Fellow as established;
- The NCACC will provide a \$25,000 grant to Hyde County Government to help with Hyde County Government's costs of the Fellowship Program for the 2014-15 fiscal year;
- The NCACC will provide membership for the Fellow in the North Carolina City & County Management Association (NCCCMA) and fund registration fees for the Fellow to attend NCCCMA Winter and Summer Seminars;
- The NCACC will provide complimentary registration for the Fellow to attend the NCACC Annual Conference, Legislative Goals Conference, County Assembly Day, a District Meeting, other pertinent NCACC events and/or courses offered through the Local Elected Leaders Academy, and Hyde County Government will incur travel expenses for the Fellow for these events;
- ICMA will include this hire in the current year's class of Local Government Management Fellows;

- ICMA will provide complimentary membership for the Fellow in ICMA;
- ICMA will waive its Annual Conference registration fee for the Fellow to attend up to two ICMA Annual Conferences as long as they are a Fellow, and Hyde County Government will incur travel expenses for the Fellow for the ICMA Annual Conference if possible;
- Hyde County Government will encourage the Fellow to attend and will provide adequate time in the Fellow's work plan for attendance at these events;
- Hyde County Government will endeavor to hire the Fellow full-time at or before the end of their Fellowship, or assist them (with the NCACC) in finding full-time employment when the Fellowship period ends;
- Hyde County Government will create an enriching professional learning experience for the Fellow;
- Hyde County Government will assign a mentor to the Fellow who will, for the duration of the Fellowship, be the Fellow's primary point of contact and coach while the Fellow is in its jurisdiction, and will be available to the Fellow during rotation assignments;
- ICMA will assign an outside mentor to the Fellow who will be available to the Fellow throughout the Fellowship;
- Hyde County Government will allow time for the Fellow to participate in scheduled program conference calls and learning activities through ICMA;
- The NCACC will make available to the Fellow its Executive Director and former County Managers serving as Outreach Associates as mentoring resources throughout the Fellowship;
- Hyde County Government will participate as available in any evaluation process that will help strengthen the program in the coming years;
- Hyde County Government is encouraged to employ their Fellow for up to two years.

The duration of this MOU will be for one year from the date printed above, and it will be in effect when the appropriate representatives from each organization have signed below. At the end of this period, this MOU may be reviewed by representatives of all organizations to evaluate its effectiveness, make recommendations for any mutually agreeable revisions, and prepare a proposed revision for any future Fellow hires.

\_\_\_\_\_  
 David F. Thompson  
 NCACC Executive Director

\_\_\_\_\_  
 Robert J. O'Neill, Jr.  
 ICMA Executive Director

\_\_\_\_\_  
 Bill Rich  
 Hyde County Manager

Regulation of smoking and use of vapor products in county buildings, on county grounds (within 25 linear feet of county buildings) and in county vehicles.

(1)

*Definitions. – The following definitions apply in this section:*

(1a) "Smoking" shall mean the inhaling, exhaling, burning or carrying of lighted pipes, cigars, cigarettes, or other combustible tobacco products or any clove, herbal, or non tobacco product.

(1b) "Vapor product" shall mean any noncombustible product that employs a mechanical heating element, battery, or electronic circuit regardless of shape or size and that can be used to heat a liquid nicotine solution contained in a vapor cartridge. The term includes an electronic cigarette, electronic cigar, electronic cigarillo, and electronic pipe. The term does not include any product regulated by the United States Food and Drug Administration under Chapter V of the federal Food, Drug, and Cosmetic Act.

(1c) "Grounds" shall mean the area located within 25 linear feet of a county building or facility or portion of a building or facility now or hereafter now owned, leased, or occupied by the County of Hyde.

(2)

*Smoking and use of vapor products prohibited in county buildings.* It shall be unlawful for any person to smoke or use vapor products in any building or facility or portion of a building or facility now or hereafter owned, leased, operated, occupied, managed, or controlled by the County of Hyde.

(3)

*Smoking and use of vapor products regulated in county vehicles.* It shall be unlawful for any person to smoke or use vapor products in any vehicle now or hereafter owned or leased by the county.

(4)

*Smoking and use of vapor products prohibited on county grounds within a minimum of 25 linear feet from county owned or leased buildings.* It shall be unlawful for any person to smoke or use vapor products within 25 linear feet from all buildings owned or leased by the county.

(5)

*Penalty.* Violation of this section shall constitute an infraction punishable by a fine of not more than fifty dollars (\$50.00).

(6)

*Abrogation.* This ordinance is not intended to repeal, abrogate, or impair any greater restriction imposed by any other state law or local government ordinance. Wherever the provisions of any other law, ordinance, regulation, or restriction impose higher standards than are required by the provisions of this ordinance, this ordinance does not prohibit enforcement of any such law, ordinance, regulation or restriction.

Adopted this the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

## Lois Stotesberry

---

**From:** Bill Rich <brich@hydecountync.gov>  
**Sent:** Wednesday, March 05, 2014 8:51 PM  
**To:** 'Lois Stotesberry'  
**Cc:** 'Wesley Smith'  
**Subject:** FW: Hyde County Floor Mats  
**Attachments:** Hyde County Draft SF policy\_01\_16\_14.docx

Lois,

Let's get this to the BOC for review and comment and hopefully vote.

Bill

---

**From:** Lisa Phillips [<mailto:lisap@darenc.com>]  
**Sent:** Monday, March 03, 2014 9:54 AM  
**To:** Bill Rich  
**Cc:** Wesley Smith; Tammy Blake  
**Subject:** RE: Hyde County Floor Mats

Mr. Rich-

Thank you for your response, the floor mats were ordered this morning.

Any feedback on the draft Hyde County Smoke Free policy?  
The language on the signs will depend upon the language in the policy adopted.

Thank you,  
Lisa

PS Attached is a copy.

Lisa Phillips  
Community Transformation Grant Project Coordinator  
Region 9 NCALHD  
[www.HealthyNC.org](http://www.HealthyNC.org)



*Region 9 CTG Collaborative - Pasquotank, Perquimans, Camden, Chowan, Currituck, Bertie, Gates, Martin, Tyrrell, Washington, Dare, Hyde, Hertford, Northampton, and Edgecombe*

DARE COUNTY DEPARTMENT OF PUBLIC HEALTH  
PO BOX 1000  
109 EXETER STREET  
MANTEO, NC 27954

Office (252)475-5077

Fax (252)473-1141  
[lisap@darenc.com](mailto:lisap@darenc.com)



DARE COUNTY  
DEPARTMENT OF  
PUBLIC HEALTH

SERVING TO ASSURE HEALTHY PEOPLE AND HEALTHY COMMUNITIES

Notice of Confidentiality:

The documents accompanying this transmission may contain confidential health information that is legally privileged. This information is intended for the use of the individual or entity named above. The authorized recipient of this information is prohibited from disclosing this information to any other party unless required to do so by law or regulation and is required to destroy the information after its stated need has been fulfilled.

If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution, or action taken in reliance on the contents of these documents is strictly prohibited. If you have received this information in error, please notify the sender immediately and destroy these documents.

---

**From:** Bill Rich [<mailto:brich@hydecountync.gov>]  
**Sent:** Sunday, March 02, 2014 8:20 PM  
**To:** Lisa Phillips; 'Wesley Smith'; 'Tammy Blake'  
**Subject:** RE: Hyde County Floor Mats

Very nice.

---

**From:** Lisa Phillips [<mailto:lisap@darenc.com>]  
**Sent:** Tuesday, February 25, 2014 11:22 AM  
**To:** Wesley Smith; Tammy Blake; Bill Rich  
**Subject:** Hyde County Floor Mats

Good Morning-

Hope you all are doing well.

We have spent almost all of the Smoke Free Hyde County grant funding on:

- Signage
- Floor Mats
- 1 Billboard
- Tobacco Cessation Facilitator training
- Butt receptacles

**Attached is a draft of the artwork for the building floor mats for your review/approval.**  
Please let me know if there are any changes.

Thank you,  
Lisa Phillips

**HYDE COUNTY BOARD OF COMMISSIONERS  
2013/2014 BUDGET REVISIONS**

MEETING DATE 03/03/2014					
(FO USE) BR # OR IDT#	DEPARTMENT	ACCOUNT #	LINE ITEM ACCOUNT NAME / EXPLANATION	"+" EXP BUDGET	"-." EXP BUDGET
				"+" REV BUDGET	"+" REV BUDGET
				DEBIT	CREDIT
25-14	Family Connects	10-5832.0200	Salaries	\$ 5,720.00	
		10-5832.0500	Fica Tax Expense	\$ 438.00	
		10-5832.0600	Group Insurance Expense	\$ 912.00	
		10-5832.0700	Retirement Expense	\$ 404.00	
		10-5832.1100	Telephone Expense	\$ 150.00	
		10-5832.1101	Cell Phone Expense	\$ 150.00	
		10-5832.1200	Postage	\$ 50.00	
		10-5832.1400	Travel	\$ 2,754.00	
		10-5832.2600	Advertising	\$ 150.00	
		10-5832.3200	Office Supplies	\$ 100.00	
		10-5832.3300	Department Supplies	\$ 100.00	
		10-5832.4500	Contract Interpreter	\$ 50.00	
		10-5832.7400	Equipment	\$ 3,105.00	
		10-5832.9800	Training	\$ 500.00	
		10-3480.0055	Revenue - Family Connects (State)		\$ 14,583.00
				\$ 14,583.00	\$ 14,583.00
			As one of the partnering agencies in the Hyde County Transformation Zone Early Learning Challenge Grant, Hyde County Health Department (HCHD) will be acting as the Fiscal Agent for the Family Connects strategy. As the Fiscal Agent, HCHD will utilize one of our current Public Health Nurses to provide .50 Full Time Equivalent (FTE) coordination in implementing the Family Connects program in Hyde County, and will receive funding to cover the salary, fringe and operating overhead for this program. There is no local match required from the County of Hyde. This revision establishes the budget for the Family Connects Program under the Health Department for the period of March 1, 2014 through May 31, 2014. While this revision does increase the budget for the Health Department, there will be no expense locally to the County of Hyde.		

REQUESTED \_\_\_\_\_ DATE \_\_\_\_\_

APPROVED... CO MANAGER \_\_\_\_\_ CO COMMISSIONER-CHAIR \_\_\_\_\_ CLERK TO THE BOARD \_\_\_\_\_

ENTERED LEDGER/DATE \_\_\_\_\_



The benefits to the community are:

1. Universal service for parents of newborns in the counties served, serving parents who are typically unserved.
2. In-home support in a convenient, parent-driven way to teach, support and connect according to parents' own priorities and needs.
3. To refer families to services, uncover gaps and strengthen the local systems of care.
4. If implemented with fidelity, communities can expect lower ER visit rates, more positive parenting skills, less maternal clinical anxiety, higher quality child care usage, more father involvement and more community connections (per research outcomes).
5. Outcomes are correlated to few child abuse events in the population.

**II. Purpose:**

To support an infrastructure in the Transformation Zone (Chowan, Bertie, Beaufort and Hyde Counties) necessary for the implementation of the evidence-based universal newborn home visiting Connects model known as Family Connects (also known as Northeast Connects) in the Transformation Zone. The desired outcome of this Agreement Addendum will be improvements in parenting and infant well-being and reductions in emergency medical care costs.

**III. Scope of Work and Deliverables:**

The Local Health Department shall, for 847 newborns in the Transformation Zone:

- A. Designate a 0.5FTE Newborn Home Visiting Nurse to participate in the Family Connects Program.
- B. Ensure that the designated Family Connects staff have the following administrative support:
  1. Processing all administrative needs associated with hires, including mileage reimbursement, work schedules, and sick, vacation, and holiday pay schedules.
  2. Share patient information, where applicable and when HIPAA and/or patient permission allows, between Family Connects and health department programs (CC4C, OBCM and clinics).
  3. House protected medical information of patients visited on a HIPAA compliant server.
  4. Provide office space as necessary to provide central office administrative support and Transformation Zone coverage by the team.
  5. Provide staff supports, including but not limited to, cell phones, mail service, IT support and general office supplies.
- C. Ensure that Family Connects staff provide the Family Connects program with fidelity to the Connects model. This assurance shall be documented in a Memorandum of Agreement with the model developer.
- D. Ensure that Family Connects staff members work as a team across the Transformation Zone.

**IV. Performance Measures/Reporting Requirements:**

The Local Health Department shall utilize performance metrics to document program activities and guide program decision-making. The Local Health Department will follow the metrics listed in the *Connects Implementation Manual* and will provide data to the Division of Public Health in a timely manner so that they can be used in quality improvement. Nurses and other program staff members will:

- A. Become certified to complete cases independently according to protocol standards within 90 days of hiring.
- B. Meet a goal of at least 80% recruitment of eligible births.
- C. Complete at least 85% of scheduled cases.

- D. Close cases in a timely manner, that is, within 12 weeks of birth or infant discharge from the hospital.
- E. Complete computerized documentation for each case within 48 business hours.
- F. Mail all letters to families and healthcare providers within 48 business hours.
- G. Attend regular supervision and case review meetings as required by CCFH and administrative home leadership.

The Local Health Department shall adhere to the following reporting requirement:

- I. Family Connects staff will work as a team to collect birth and family data according to the Connects protocol and generate regular reports measuring recruitment, participation, case documentation, and follow-up of home visits. These reports will be available for review by the program purveyor and Contract Administrator to evaluate implementation success.

V. **Performance Monitoring and Quality Assurance:**

This Agreement Addendum will be monitored according to the following plan:

- A. Deliverables shall be monitored by site visits and review of required reports. The Local Health Department agrees to participate in periodic site visits as needed (with a minimum of one per year) as determined by the DPH Program Contact. If the Local Health Department is deemed out of compliance, program staff shall provide technical assistance, and funds may be withheld until the Local Health Department is in compliance with deliverables. If technical assistance does not prove beneficial, the Agreement Addendum may then be terminated.
- B. Failure to meet these performance measurements within the 90-day probationary period may lead to termination. After the 90-day probationary period, work performance which does not meet standards and expectations will result in the initiation of the Corrective Action Policy by the supervisor. This process is intended to support the employee's abilities to meet work expectations; however, if standards are not met by the deadline established by the supervisor, this process may lead to termination.

The Local Health Department shall adhere to the following quality assurance measures:

- A. Services must demonstrate model fidelity pursuant to Connects model elements which are detailed in the *Connects Implementation Manual* which has been provided by the model developer.
- B. Services must be provided in a culturally appropriate manner.

VI. **Funding Guidelines or Restrictions:**

- A. Funding can only be used to support the implementation of Family Connects. It is expected that the Local Health Department will take a leadership role in implementing Family Connects in the counties identified. Subcontracts are limited to staffing through the NCALHD Staffing Alliance, unless specifically approved by the Contract Administrator.
- B. Funding may be adjusted up or down, based on the funding level needed to implement the implementation plan, and based on funding availability.

Allocation Page  
 For Fiscal Year: 13/14  
 Estimate Number: 0

Waiting for Program Admin Approval

			SSS 12/29 17/01 1R	Proposed Total	New Total
	AA		Payment Period 04/01-06/30		
			Service Period 03/01-03/31		
01 ALABAMA			\$0.00	\$0.00	\$0.00
02 ALBEMARLE REG	*	0	\$159,221.00	\$159,221.00	\$159,221.00
03 ALEXANDER			\$0.00	\$0.00	\$0.00
04 ANSON			\$0.00	\$0.00	\$0.00
05 APPALACHIAN			\$0.00	\$0.00	\$0.00
06 BEAUFORT	*	0	\$31,859.00	\$31,859.00	\$31,859.00
07 BLADEN			\$0.00	\$0.00	\$0.00
08 BRUNSWICK			\$0.00	\$0.00	\$0.00
09 BUNCOMBE			\$0.00	\$0.00	\$0.00
10 BURKE			\$0.00	\$0.00	\$0.00
11 CADWELL			\$0.00	\$0.00	\$0.00
12 CALDWELL			\$0.00	\$0.00	\$0.00
13 CARTERET			\$0.00	\$0.00	\$0.00
14 CASWELL			\$0.00	\$0.00	\$0.00
15 CATAWBA			\$0.00	\$0.00	\$0.00
16 CHATHAM			\$0.00	\$0.00	\$0.00
17 CHEROKEE			\$0.00	\$0.00	\$0.00
18 CLAY			\$0.00	\$0.00	\$0.00
19 CLEVELAND			\$0.00	\$0.00	\$0.00
20 COLUMBUS			\$0.00	\$0.00	\$0.00
21 CRAVEN			\$0.00	\$0.00	\$0.00
22 CUMBERLAND			\$0.00	\$0.00	\$0.00
23 DARE			\$0.00	\$0.00	\$0.00
24 DAVIDSON			\$0.00	\$0.00	\$0.00
25 DAVIE			\$0.00	\$0.00	\$0.00
26 DUPLIN			\$0.00	\$0.00	\$0.00
27 DURHAM			\$0.00	\$0.00	\$0.00
28 EDGECOMBE			\$0.00	\$0.00	\$0.00
29 FORSYTH			\$0.00	\$0.00	\$0.00
30 FRANKLIN			\$0.00	\$0.00	\$0.00
31 GASTON			\$0.00	\$0.00	\$0.00
32 GRAHAM			\$0.00	\$0.00	\$0.00
33 GRAN-VANCE			\$0.00	\$0.00	\$0.00
34 GREENE			\$0.00	\$0.00	\$0.00
35 GUILFORD			\$0.00	\$0.00	\$0.00
36 HALIFAX			\$0.00	\$0.00	\$0.00
37 HARNETT			\$0.00	\$0.00	\$0.00
38 HAYWOOD			\$0.00	\$0.00	\$0.00
39 HENDERSON			\$0.00	\$0.00	\$0.00
40 HERTFORD			\$0.00	\$0.00	\$0.00
41 Hoke			\$0.00	\$0.00	\$0.00
42 HYDE	*	0	\$14,593.00	\$14,593.00	\$14,593.00
43 IREDELL			\$0.00	\$0.00	\$0.00
44 JACKSON			\$0.00	\$0.00	\$0.00
45 JOHNSTON			\$0.00	\$0.00	\$0.00
46 JONES			\$0.00	\$0.00	\$0.00
47 LEE			\$0.00	\$0.00	\$0.00
48 LENOIR			\$0.00	\$0.00	\$0.00
49 LINCOLN			\$0.00	\$0.00	\$0.00
50 MCDON			\$0.00	\$0.00	\$0.00
51 MADISON			\$0.00	\$0.00	\$0.00
52 MAR-TYR-WASH			\$0.00	\$0.00	\$0.00
53 MECKLENBURG			\$0.00	\$0.00	\$0.00
54 MONTEGOMERY			\$0.00	\$0.00	\$0.00
55 MOORE			\$0.00	\$0.00	\$0.00
56 NASH			\$0.00	\$0.00	\$0.00
57 NEW HANOVER			\$0.00	\$0.00	\$0.00
58 NORTHAMPTON			\$0.00	\$0.00	\$0.00
59 ONSLow			\$0.00	\$0.00	\$0.00
60 ORANGE			\$0.00	\$0.00	\$0.00

69 PANLICO		\$0.00	\$0.00	\$0.00
71 PENDER		\$0.00	\$0.00	\$0.00
73 PERSON		\$0.00	\$0.00	\$0.00
74 PITT		\$0.00	\$0.00	\$0.00
76 RANDOLPH		\$0.00	\$0.00	\$0.00
77 RICHMOND		\$0.00	\$0.00	\$0.00
78 ROBERSON		\$0.00	\$0.00	\$0.00
79 ROCKINGHAM		\$0.00	\$0.00	\$0.00
80 ROWAN		\$0.00	\$0.00	\$0.00
81 R-P-M		\$0.00	\$0.00	\$0.00
82 SANFORD		\$0.00	\$0.00	\$0.00
83 SCOTLAND		\$0.00	\$0.00	\$0.00
84 STANLY		\$0.00	\$0.00	\$0.00
85 STOKES		\$0.00	\$0.00	\$0.00
86 SURRY		\$0.00	\$0.00	\$0.00
87 SWAIN		\$0.00	\$0.00	\$0.00
88 TOE RIVER		\$0.00	\$0.00	\$0.00
89 TRANSYLVANIA		\$0.00	\$0.00	\$0.00
90 UNION		\$0.00	\$0.00	\$0.00
91 WAKE		\$0.00	\$0.00	\$0.00
92 WARREN		\$0.00	\$0.00	\$0.00
93 WAYNE		\$0.00	\$0.00	\$0.00
94 WILKES		\$0.00	\$0.00	\$0.00
95 WILSON		\$0.00	\$0.00	\$0.00
96 YADKIN		\$0.00	\$0.00	\$0.00
<b>Totals</b>		\$204,663.00	\$204,663.00	\$204,663.00

Signature and Date - DPH Program Administrator

*Casey Trent* 02/24/14

Signature and Date- DPH Section Chief

*Pete Amadio* 2/24/14

Signature and Date- DPH Contracts Office

*Wendy Miller* 2/24/14

Signature and Date - Division of Public Health Budget Officer

*Kathy Blackley* 2/24/14

Lois Stotesberry

---

**From:** Bill Rich <brich@hydecourtync.gov>  
**Sent:** Sunday, March 02, 2014 8:32 PM  
**To:** hubertwayneclark@gmail.com  
**Cc:** 'Lois Stotesberry'  
**Subject:** FW: Spring Advertising

Wayne,

I will walk your request on Monday night.

Bill

---

**From:** Bill Rich [<mailto:billrich3@mindspring.com>]  
**Sent:** Sunday, March 02, 2014 5:30 PM  
**To:** Brich  
**Subject:** FW: Spring Advertising

---

**From:** Wayne Clark [<mailto:hubertwayneclark@gmail.com>]  
**Sent:** Sunday, March 02, 2014 5:10 PM  
**To:** 'Bill Rich'  
**Cc:** 'Clayton Gaskill'; Martha Garrish; NATURAL SELECTIONS; [tootoo4u@embargo.com](mailto:tootoo4u@embargo.com)  
**Subject:** Spring Advertising

3/2/14

Bill

As per the last two years, please request "authorization" from the Commissioners to spend up to 30k of Occupancy Tax Funds (from Unappropriated Reserve Funds) at the next meeting. Time is of essence as to obtaining the "authorization" given most businesses will be open within the next 30 days and lodging will start its season as soon as the weather breaks.

Please advise when it is to be on the Commissioner's Agenda and if I need to attend the meeting.

Thanking You In Advance,

Wayne

# Memorandum

**To:** Lois Stotesberry  
**CC:** Bill Rich, Gloria Spencer  
**From:** Suzanne Johnson *AS*  
**Date:** 3/5/2014  
**Re:** 75% FFP and LIEAP AND CIP Reallocation

---

Please find attached the letters that Mrs. Spencer asked me to send Mr. Rich. I am also sending you the letter regarding the LIEAP AND CIP Reallocation. I requested amount per Gloria Spencer instructions. Hopefully, we will receive what the reallocation is this week since for LIEAP we will have until the end of March 2014 to spend those monies. How do we go about getting approval to spend those funds since we do not have the funding authorization in hand at this time and the Commissioners only hold a meeting once a month. These funds are all federal dollars and will not affect the budget. Please check on this for me and let me know if there is something else I need to do.



North Carolina Department of Health and Human Services  
Division of Social Services

Pat McCrory  
Governor

Aldona Z. Wos, M.D.  
Ambassador (Ret.)  
Secretary DHHS

Wayne E. Black  
Division Director

January 15, 2014

Dear County Managers and Directors of Social Services:

As we begin a new year, county Departments of Social Services will experience both challenges and opportunities. The implementation of the Affordable Care Act will result in all applications, recertifications and changes being completed in NC FAST. New MAGI rules will govern recertifications for Family and Children's Medicaid. We will receive thousands of health insurance applications through the Federally Facilitated Marketplace to be evaluated for Medicaid eligibility.

One opportunity that is being made available to county Departments of Social Services is 75% Federal Financial Participation (FFP) for eligibility activities for all Medicaid programs that are performed in NC FAST. This will include case processing time involved with completing applications, recertifications, and changes for Medicaid cases. While the 50% Federal reimbursement will continue to apply to such Medicaid activities as outreach and marketing, staff development and training, program integrity, appeals and other activities, we believe that this opportunity will significantly impact the ability of county Departments of Social Services to better serve our public assistance recipients in North Carolina. Eligibility activities performed in EIS are not eligible for 75% Federal reimbursement. This provides an incentive to fully convert to the NC FAST system.

We are aware that many counties have made significant investments in the employment of temporary staff, overtime compensation, equipment and bandwidth upgrades, and other resources over the past couple of years as we have implemented NC FAST. We commend you for your efforts. The State has also invested significant resources in providing support and assistance to assure timely processing. As noted in the Dear County Managers and Social Services Director letter of December 5, 2013 (attached) and Dear County Director Letters of December 20, 2013, and December 27, 2013 (attached), it is imperative that we continue to work together to assure timely and accurate case processing in our public assistance programs. To that end, it is critical that counties invest budgeted county dollars as needed to achieve mandated case processing requirements.

We will be collaborating with county Directors of Social Services to develop action plans to include specific steps to be taken to achieve and maintain case processing requirements in all public assistance programs. A template will be provided to all DSS Directors.

www.ncdhhs.gov • www.ncdhhs.gov/dss  
Tel 919-527-6335 • Fax 919-334-1018

Location: McBryde Bldg. • 820 S. Boylan Avenue • Raleigh, NC 27603  
Mailing Address: 2401 Mail Service Center • Raleigh, NC 27699-2401  
An Equal Opportunity / Affirmative Action Employer



DCDL

January 15, 2014

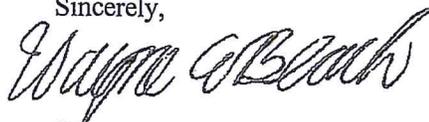
Page 2 of 2

We have found through county experiences that the implementation of effective staffing alignment, workflow and other business processes has significantly enhanced achievement of case processing outcomes. Staff from our Department will be available to assist counties in assuring that best practices are in place. We will also be providing accurate reports on case processing on a regular basis to county DSS Directors.

Further information and instructions for coding and accessing the enhanced funding will be provided in a separate communication from the DHHS Office of the Controller.

Please contact Dean Simpson at 919-527-6330 or by e-mail at [dean.simpson@dhhs.nc.gov](mailto:dean.simpson@dhhs.nc.gov) or Wayne Black at 919-527-6336 or by e-mail at [wayne.black@dhhs.nc.gov](mailto:wayne.black@dhhs.nc.gov) if you have questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Wayne E. Black". The signature is written in a cursive, flowing style.

Wayne E. Black

WEB/ag

Attachments



North Carolina Department of Health and Human Services  
Division of Social Services

Pat McCrory  
Governor

Aldona Z. Wos, M.D.  
Ambassador (Ret.)  
Secretary DHHS  
Wayne E. Black  
Division Director

February 26, 2014

Dear County Directors of Social Services

ATTENTION: Economic Services Program Managers and Supervisors  
County Fiscal Officers

SUBJECT: 75% FFP for Medicaid Administration; Health Choice and Family and Children's Medicaid  
Coding; Use of NC FAST Service Codes for FNS/SNAP Service Activity

The purpose of this letter is to address several important issues having to do with workers coding time on the DSS-4263 Worker Daily Report of Services to Clients (aka, Day Sheet) in relation to time spent working in NC FAST. Some of this information will be shared with counties in other formats, but it is hoped this letter will add clarity and emphasis to those communications. As such, please share this information with appropriate staff in your agency.

**75% FFP for Medicaid Administration**

Recently issued [Dear County Director Letter DIR-01-2014](#) (January 14, 2014) addressed, in part, the new opportunity made available to county Departments of Social Services for 75% Federal Financial Participation (FFP) for eligibility and case management activities for certain Medicaid programs that are performed in NC FAST, including case processing time involved with completing applications, recertifications, and changes for Medicaid cases. The following information will help clarify how counties can access this enhanced rate.

Services Information System User Manual update number [CN-SIS-02-13](#) introduced three Service Codes to be used by workers to record time spent taking applications and performing case-related activities in NC FAST. These Service Codes are:

- 890 – NC FAST – Case Management**
- 891 – NC FAST – Applications**
- 892 – NC FAST – Recertifications**

Performance Management/Reporting & Evaluation Management Section

[www.ncdhhs.gov](http://www.ncdhhs.gov) • [www.ncdhhs.gov/dss](http://www.ncdhhs.gov/dss)

Tel 919-527-6260 • Fax 919-334-1052

Location: Hargrove Building, Dix Campus • 820 S. Boylan Avenue. • Raleigh, NC 27603

Mailing Address: 2415 Mail Service Center • Raleigh, NC 27699-2415

An Equal Opportunity / Affirmative Action Employer



Instructions for use of these codes were included in the Change Notice and more detailed information was provided via a recorded presentation that may still be accessed at <https://dss.ncgovconnect.com/ncfasttime/>. If you have not reviewed these materials you may find it helpful to do so now. Keep in mind that some of the timeframes mentioned in the presentation have been pushed back, but the information is, for the most part, still applicable.

As of March 1, 2014, use of the three "NC FAST" Service Codes (890, 891, and 892) with SIS Program Codes "MA" (Medicaid Administration) or "SA" (State/County Special Assistance) on the DSS-4263 will result in the worker's time being reimbursed at the new 75% FFP rate. As such, it is crucial that workers only use Service Codes 890, 891 and 892 to account for time spent using NC FAST to process case actions, applications and/or recertifications. These Service Codes should not be used for any worker time spent performing application or case-related activity not involving the active use of NC FAST. "Using NC FAST" can be interpreted broadly as long as the worker is logged in and using the system to take applications, process recertifications or perform general case management functions. For example, if you are interviewing or talking with a client in your office or over the telephone about their case, and you are logged into NC FAST, perhaps making notations or updating information in the case record, that time would be considered "using NC FAST". Furthermore, if you are away from your work station performing case-related activities that will later result in updates to the cases in NC FAST, that time may be considered "using NC FAST" and coded using the NC FAST Service Codes. However, if you are performing activities of a different nature that will not result in taking actions on cases in NC FAST, the time should not be coded as "NC FAST time." Time spent processing applications or performing case-related activities not involving the use of NC FAST should be recorded on the DSS-4263 using the "old" Income Maintenance Service Codes such as 870 - Eligibility - Family & Children's Medicaid / Health Choice, 875 - Eligibility - Medicaid / Medical Assistance Admin (MA) and 876 - Eligibility - Special Assistance (SAA) (see SIS User's Manual Appendix B). Time recorded to these "non-NC FAST" Income Maintenance Service Codes will continue to be reimbursed at the 50% (or applicable) FFP rate. Adhering to this practice will insure compliance with policy and provide more accurate data in preparation for implementation of "Plan A" Day Sheet coding for NC FAST workers. ("Plan A" involves the eventual use of a generic "NC FAST" Program Code on the DSS-4263, which, combined with data about applications and case actions from NC FAST, will allow for automatic allocation of worker time across the various fund sources supporting benefit and service programs included in NC FAST. Refer to the recorded presentation at <https://dss.ncgovconnect.com/ncfasttime/> for more information about "Plan A" coding.)

The County Administration Branch of the DHHS Controller's Office will issue instructions regarding new Part I Application Codes and coding requirements on the DSS-1571 necessary to access the enhanced 75% reimbursement rate. County fiscal staff will also need to set up the appropriate "SIS program to FCP mapping" within the Maximus TEC application.

In summary, it is important, and in the case of Medicaid reimbursement, fiscally advantageous, for workers to code all time spent using NC FAST on the DSS-4263 using Service Codes 890, 891 and 892. Time not using NC FAST, however, should be recorded using the traditional set of Service Codes found in Appendix B of the SIS User's Manual.

### **Health Choice, Family and Children's Medicaid and Use of Service Code 891- NC FAST Applications**

Prior to implementation of the NC FAST Service Codes and inclusion of Medicaid programs in NC FAST, counties were instructed to use Service Code 870 - Eligibility - Family & Children's Medicaid / Health Choice with program Code "HC" (Health Choice) to record on the DSS-4263 all worker time spent taking applications for Health Choice and Family and Children's Medicaid. In the Maximus TEC software used for the preparation of the DSS-1571, time coded to 870-HC is "split" between Health Choice funding and Medicaid funding based on the "Penetration Rate" entered into TEC each month for Health Choice vs. Medicaid.

With implementation of the NC FAST Service Codes, this same arrangement was to be followed in using Service Codes 890, 891 or 892 for recording time spent performing case actions for, taking applications for, or recertifying cases for Health Choice and Family and Children's Medicaid. Specifically, workers were instructed to code all such time to 890-HC, 891-HC, or 892-HC (as appropriate) on the DSS-4263. Fiscal Staff were to add a Penetration Rate in TEC for the "890-HC", "891-HC" and "892-HC" combinations (per instructions in the TEC Manual) so as to "split" the time so coded between Health Choice (HC) and Medicaid (MA) funding. Examples of this method of coding were provided in the recorded presentation found at <https://dss.ncgovconnect.com/ncfasttime/>.

It has come to our attention that in some counties, workers may be manually splitting their time between Health Choice (HC) and Family and Children's Medicaid (MA) on the DSS-4263, as would generally be the practice under "Plan B" for use of Service Codes 890, 891 and 892 with most other Program Codes, however this may result in a second "splitting" of the worker's time if the Fiscal staff has set up the "890/891/892-HC Penetration Rates" in TEC. Therefore, we are reminding counties that workers should use "890-HC", "891-HC" and "892-HC" to record all time spent processing Health Choice and Family and Children's Medicaid case actions, applications or recertifications in NC FAST. Fiscal staff should be sure to set up the appropriate Penetration Rates in TEC if they have not done so. Finally, it should be noted that, effective March 1, 2014, the portion of time coded to 890-HC, 891-HC and 892-HC "split off" to Medicaid (by application of the Penetration Rates) will be reimbursed at the new 75% FFP rate.

#### Use of NC FAST Service Codes for FNS/SNAP Applications, Case Actions and Recertifications

As of April 2013, all FNS/SNAP applications and cases were being processed in NC FAST and the old Food Stamp Information System was retired. With the issuance of Services Information System User Manual update number CN-SIS-02-13, counties were instructed to begin using the new NC FAST Service Codes (890, 891 and 892) effective July 1, 2013. Workers were instructed to use these service codes to record all time spent taking applications, conducting case actions and completing recertifications using NC FAST. Because all application and case activity for Food and Nutrition Services was being processed using NC FAST, it was expected that county workers would begin using the new NC FAST Service Codes with Program Code "FS" to record all time related to FNS/SNAP applications and casework. A period of transition was expected while workers adjusted to the new coding requirements, however, we continue to observe from the data that workers are continuing to use the "non-NC FAST" Service Codes on day sheets to record time spent working on FNS/SNAP cases. These codes include:

- 879 - Eligibility - Food & Nutrition Services (FNS)
- 881 - EBT Issuance - FNS
- 882 - EBT Training - FNS
- 883 - Fraud Investigation - FNS (FS)
- 884 - Fraud Investigation - FNS - Non Fraud

It is expected and reasonable that workers would still be using Service Codes 883 and 884 to record time spent working on FNS Fraud cases. Excluding that time, there were still 57 counties coding time on day sheets for FNS/SNAP-related activity in January 2014 using one or more of Service Codes 879, 881 and 882. Across the State, only 8% of the total "non-Fraud" time was coded to the "old" codes, but usage varied widely from county to county. There were 10 counties that coded more than 20% of the "non-Fraud" time to the old Service Codes, with one county using them for 100% of the FNS/SNAP time.

While there may be legitimate reasons for still using these old codes to record a small amount of FNS/SNAP-related time spent not using NC FAST, it is expected that the vast majority, if not all, worker time for FNS/SNAP-related activities should be conducted using NC FAST. As such, use of the old Service Codes listed above should be minimal at most. Certainly no county should be using these codes to record the majority of FNS/SNAP-related time. Please discuss this issue with your Program Managers, Supervisors and workers who take applications for and manage FNS/SNAP cases. Proper coding on day sheets is very important and will be critical as we move to "Plan A" for NC FAST day sheet coding.

If you have any questions about the topics covered in this letter, please do not hesitate to contact me at [Hank.Bowers@dhhs.nc.gov](mailto:Hank.Bowers@dhhs.nc.gov) or by calling me at 919-527-6265.

Sincerely,



Hank Bowers, Chief  
Performance Management/Reporting and  
Evaluation Management Section



North Carolina Department of Health and Human Services  
Division of Social Services

Pat McCrory  
Governor

Aldona Z. Wos, M.D.  
Ambassador (Ret.)  
Secretary DHHS  
  
Wayne E. Black  
Division Director

February 28, 2014

**RE: Reallocation of Low Income Energy Assistance Program  
(LIEAP) and Crisis Intervention (CIP)**

Dear County Director of Social Services:

Some counties have requested additional CIP and LIEAP funds due to the exhaustion of funds in these programs because of harsh winter weather conditions across the state. The Division is exploring the option of reallocating unspent CIP and LIEAP funds from other counties for the remainder of the current fiscal year. The fiscal year for CIP ends on June 30, 2014 and LIEAP ends March 31, 2014.

Please indicate on the attached survey form if your county is willing to have CIP and/or LIEAP funds reallocated to other counties or if you are interested in having CIP and/or LIEAP funds reallocated to your county. Please indicate the amount your county is willing to reallocate as well as the amount requested. Please return the Reallocation Survey form by **Wednesday, March 5, 2014** via e-mail to me at [David.Locklear@dhhs.nc.gov](mailto:David.Locklear@dhhs.nc.gov).

If you have questions, please contact me via email or call (919) 527-6311.

Sincerely,

A handwritten signature in black ink that reads "David Locklear".

David Locklear, Acting Chief  
Economic and Family Services

Attachment

**EFS-FNSEP-03-2014**

Economic and Family Services  
[www.ncdhhs.gov](http://www.ncdhhs.gov) • [www.ncdhhs.gov/dss](http://www.ncdhhs.gov/dss)  
Tel 919-527-6300 • Fax 919-334-1265

Location: Hargrove Building/Dix Campus • 820 S. Boylan Avenue • Raleigh, NC 27603  
Mailing Address: 2420 Mail Service Center • Raleigh, NC 27699-2420  
An Equal Opportunity / Affirmative Action Employer



# Low Income Energy Assistance Program (LIEAP) and Crisis Intervention Program (CIP) Reallocation Survey

Please complete this survey and return to David Locklear by Wednesday, March 5, 2014. Thank you.

County Name: \_\_\_\_\_

Director Name: \_\_\_\_\_

1. Is your county willing to reallocate CIP funds for the current program year to other counties that may have a need for additional funds?

\_\_\_\_ YES \_\_\_\_ NO

If yes, please indicate the amount you would be willing to reallocate.

\$ \_\_\_\_\_  
Amount to Reallocate

2. Does your county have a need for additional CIP funds for the current program year?

\_\_\_\_ YES \_\_\_\_ NO

If yes, please indicate the amount you would like to request if available.

\$ \_\_\_\_\_  
Amount Requested

3. Is your county willing to reallocate LIEAP funds for the current program year to other counties that may have a need for additional funds?

\_\_\_\_ YES \_\_\_\_ NO

If yes, please indicate the amount you would be willing to reallocate.

\$ \_\_\_\_\_  
Amount to Reallocate

4. Does your county have a need for additional LIEAP funds for the current program year?

\_\_\_\_ YES \_\_\_\_ NO

If yes, please indicate the amount you would like to request if available.

\$ \_\_\_\_\_  
Amount Requested

Director Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Hyde County DSS Transportation Dept  
Monthly Report for June 2012

According to the Medicaid Transportation records:

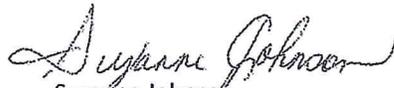
- 113 clients received gas
- 61 clients were transported by Hyde DSS
- 2 Dialysis patients were transported by Hyde DSS with a total of 13 trips
- 1 client was transported by Hyde County Transit
- 3 vouchers were given to 3 different clients to travel to Durham NC
- 121 transportation calls were received

Hyde Co. DSS Transportation Dept



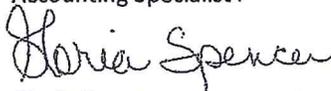
Marilynn Brimage

Processing Assistant IV



Suzanne Johnson

Accounting Specialist I



Gloria Spencer

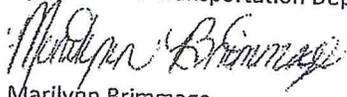
Director

Hyde County DSS Transportation Dept  
Monthly Report

According to the Medicaid Transportation records:

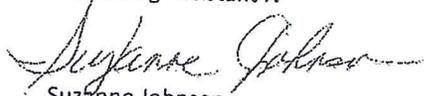
- 148 clients received gas
- 58 clients were transported by Hyde DSS
- 4 Dialysis patients were transported by Hyde DSS with a total of 34 trips
- 1 voucher was given to a client to travel to Durham NC
- 105 transportation calls were received

Hyde Co. DSS Transportation Dept



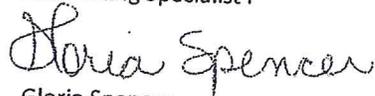
Marilynn Brimmage

Processing Assistant IV



Suzanne Johnson

Accounting Specialist I



Gloria Spencer

Director

Hyde County DSS Programs  
Month of October 2013

	Active Cases	Applications Taken	Reviews/Redetermination	Other Changes	
<b>Income Maintenance Programs</b>					
Medicaid	983	43	143	64	
Food Stamps	555	48	53	0	
Work First	16	5	5	0	
<b>Total</b>	<b>1,554</b>	<b>90</b>	<b>181</b>	<b>64</b>	
<b>Medicaid Transportation Program</b>	Transported	Gas	Vouchers	Active Cases	Calls
Medicaid	56	83	7	255	82
Dialysis	48	0	0	4	0
Title III	2	18	0	27	20
<b>Total</b>	<b>106</b>	<b>101</b>	<b>7</b>	<b>286</b>	<b>102</b>
<b>Child Protected Services</b>	Reports	Substantiated	Unsubstantiated	Recommendations for Svcs	
	5	4	1	2	
<b>Adult Services (Ongoing)</b>	Active CAP Cases	At Risk/SA In Home			
	19	7			
<b>Crisis Intervention</b>	Applications Taken	Approved	Denied		
	17	15	2		
<b>Medication Assistance</b>	Applications Taken	Approved	Denied		
	5	5	0		
<b>Daycare Services</b>	Mainland	Ocracoke			
Cases	3	16			
Children	6	20			

Reviews/Redetermination processed monthly  
Cap cases have daily, weekly and monthly contacts  
Reviews done every six months

**HYDE COUNTY  
CHILD SUPPORT UNIT  
FY 2012-2013  
STATISTICAL REPORT**

	July	August	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	YTD Totals	FY 2012-2013
total caseload	194	190	192	192										
<b>ESTABLISHMENT</b>														
paternity tests performed	3	0	0	1									4	4
<b>ENFORCEMENT</b>														
income withholding collections	\$14,066	\$13,082	\$12,554	\$13,206									\$52,907	\$146,080
interstate collections	\$2,363	\$2,205	\$16,046	\$2,187									\$22,800	\$29,093
court collections	\$150	\$1,040	\$950	\$650									\$2,790	\$23,234
tax intercept collections	\$0	\$237	\$2,356	\$0									\$2,593	\$25,831
unemployment insurance collections	\$165	\$66	\$66	\$125									\$422	\$17,367
incentive collections*	\$0	\$0	\$15	\$304									\$319	\$2,663
IV-E foster care collections	\$0	\$0	\$0	\$0									\$0	\$0
total collections	\$21,264	\$20,879	\$37,152	\$20,059									\$99,355	\$288,943
customers serviced while in the local office	3	4	3	2									12	32

\*incentives consist of :TANF Share, IV-E Share, SFHF Share, Incentive, Settlement funds, Tax Intercept Fees, Paternity Test Fees, and Legal Fees

	2014 Totals		2013 Totals	
	<u>Mainland</u>	<u>Ocracoke</u>	<u>Mainland</u>	<u>Ocracoke</u>
<b><u>Code Enforcement</u></b>				
No. Permit Applications				
Residential:	0	0	1	0
Commercial:	0	0	0	0
Other:	17	11	17	6
	<u>Mainland</u>	<u>Ocracoke</u>	<u>Mainland</u>	<u>Ocracoke</u>
No. Permits Issued				
Residential:	0	0	1	0
Commercial:	0	0	0	0
Other:	17	11	17	6
	<u>Mainland</u>	<u>Ocracoke</u>	<u>Mainland</u>	<u>Ocracoke</u>
<b><u>Inspections</u></b>				
Site Visits	28	2	8	10
Investigations	0	0	1	0
Inspections	83	25	16	7
Conferences	0	1	35	31
ODO/Plan Reviews	0	0	5	2
School			5	1
ODO Meeting			3 days	0
	8 hrs		0	1
Miles Driven:				
Fees Collected from January 2013 to December 2013	\$ 32,158.57	January 2014 to December 2014	\$ 4,806.08	
Fees Collected since July 1, 2013	\$ 23,668.95			
Fees Collected this Month	\$ 2,747.08			
July 01, 2013 to December 31, 2013		County Projection for 2013/2014		
Building Permit Fees Collected	\$ 7,407.76	New Residential/Commercial Construction	\$ 12,000.00	\$ 4,592.24
Inspection Fees Collected	\$ 13,921.72	Renovations, Docks, Bulkhead, etc	\$ 10,000.00	\$ 3,921.72
Penalties Collected	\$ 490.00	Electrical, HVAC, Plumbing, insulation	\$ 1,000.00	\$ 510.00

Susan Hunter, M.C.  
March 2, 2014

Mr. Justice Sibley  
P.O. Box 1488  
Susan Hunter, M.C. 27885

Dear Mr. Sibley,

On Saturday night Feb. 22<sup>nd</sup> after  
taking a medication, I became ill  
with a severe reaction.

The itching was intense, and my mouth  
and throat became involved with this  
reaction.

I have chronic, and likewise quite constant,  
as to what I should do, as my problem  
became worse.

I decided to call the E.M.S. who are  
located in my neighborhood.

They came at my back door in a few  
minutes.

be transported to Vidant. Galena  
Emergency Room.

I am writing this to notify  
Dodie Mosey, your E.M.T., as one of  
the business, compensate, undertake  
persons in Pan Fossil.

She made me feel much better and  
just to know someone was looking  
in every way.

What a wonderful person!  
To me, it is the little things the  
matter in a world where so often  
love isn't shown.

Wiggle County should be very proud  
of the E.M.T.'s and especially someone  
like Dodie Mosey.

After lunch you can see me to have some  
like you!

Sincerely,

Carolyn S. Sadler

20965 Hwy 764

Susan Hunter, M.C. 27885

**Manager's Calendar (February 2014)**

Feb.		
S	1	Ocracoke Drainage Task Force Meeting
S	2	
M	3	Met with USF&W Attended Revolving Loan Fund Meeting - Lauren Strohl Board of Commissioners Meeting
T	4	Staff Meeting Met with Soundside Group
W	5	
TH	6	Attended Annual NC City & County Management Seminar
F	7	
S	8	Attended Ocracoke Sign Meeting Ocracoke Community Ferry Meeting
S	9	
M	10	Met with Andrew Harris, CPA and Corrinne Gibbs, FO - FY2012-2013 Audit Review Met with Michael Cole and Ralph Jarvis - Swan Quarter Landing
T	11	Snow - County Offices Closed
W	12	
TH	13	MD Appointment Hatteras - Ferry Hearing
F	14	Ocracoke Office Hours Met with Sarah Johnson, Karick, Darlene, Amy
S	15	
S	16	
M	17	Swan Quarter Office
T	18	
W	19	Attended County Administration Course - UNC-SOG
TH	20	
F	21	
S	22	Met with Sandy - EMS Met with Wayne Clark - Ocracoke Occupancy Tax - Tourism Met with Barb Johnson - Ocracoke Day Care
S	23	Met with Deseree Rucker, Producer - Tourism Video
M	24	Ocracoke Office Hours Met with Jed Dixon, Dick Tunnell, Earl Pugh Ferry Toll Hearing in Ocracoke at 7:00pm
T	25	Met with Dr. Latimore and Sandy Berry at Board of Education - Sunshine Scholarship Met with Phil Donahue, Dr. Latimore and Wes Smith Met with Soundside Group - Software Attended Coastal Carolina Cotton Gin Oyster Roast
W	26	Attended Partnership for Sounds meeting in Washington Met with Kris Noble - Golden LEAF - Revolving Loan Fund
TH	27	Met with Bruce Sauter - County Appraisal Met with Kathy Ballance - Hotline Attended Hyde County Hotline Meeting Met with Commissioner Simmons Met with Merita Spencer Met with Corrinne Gibbs - 2014-15 Budget
F	28	Attended NC's Northeast State of the Region Event in Williamston Met with Judge McLendon